21 July 2009

Acquiline® PRweb

The Government-wide Purchase Card (GPC) is used to purchase supplies and services in accordance with the Federal Acquisition Regulation (FAR). The GPC is a payment tool for micro-purchases as defined in FAR 13.2. Micro-purchase means "acquisition of supplies or services" in which the aggregate amount does not exceed; \$3,000 for Supplies, \$2,500 for Services, and \$2,000 for Construction. All purchases exceeding the micro-purchase limit require a formal contract through the Directorate of Contracting, must submit an <u>Acquiline Purchase Request</u>, to establish an account contact <u>MICC-DOC</u> System Administrator

Acquiline - (also called PRWeb), is an Army directed paperless channel between our customers and the contracting office. Most of our customers are using Acquiline for all their contracting documents. The use of Acquiline is mandatory for all MICC-DOC customers.

Paper purchase requests, i.e. DA 3953, will only be accepted in emergency situations when Acquiline is not operational. Customers can create PRs, with attachments, directly from their desktop Web browsers. Acquiline also allows customers to view PR status information through their desktop Web browser. This capability saves the customer valuable time, providing customer self-service.

Creating a New Purchase Request

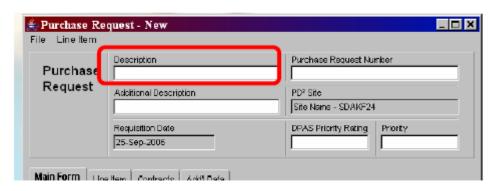
\star - Denotes Required Field

Acquiline website:

From the menu below, select Purchase Request, click New, and then click PR Form.

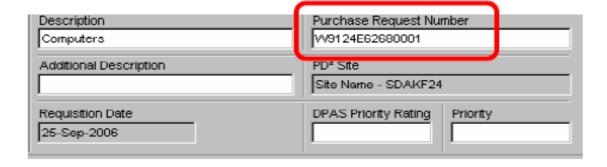


★Description Field – Enter a description of up to 60 characters.



3. **Purchase Request Number Field** – Enter a unique purchase request number which must be in the following format.

Position(s)	<u>Data</u>	Example (W9124E62680001)
1-6	DODAAC	W9124E
7	Calendar Year	6
8-10	Julian Date	268
11-14	Sequence Number	0001



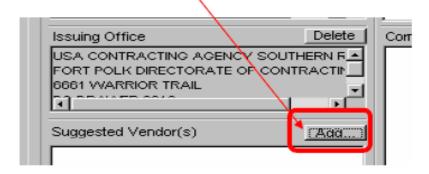
4. DPAS Priority Rating Field: Not required.



5.*Priority: Use the table below to determine what priority should be used. Please remember that Small Purchase buyers review this block and correct priority is very important.

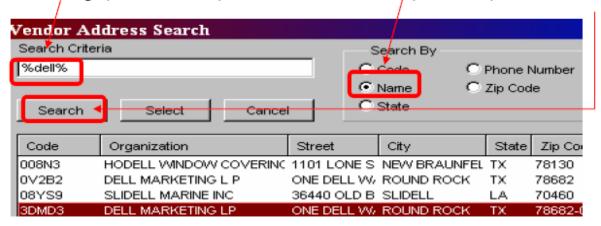
Priority	Required Delivery Date
03	7 days
06	10 days
80	14 days
10	21 days
13	30 days
15	60 days

- ★Suggested Vendor(s) Field:
 - Click on the Add button.

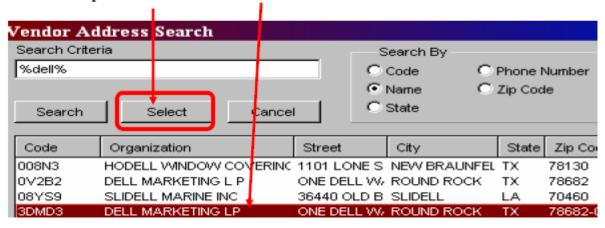




b. The Vendor Search Window opens. Do a search by Name. In the Search Criteria field, enter a % sign (this is a wild card) before and after the name (i.e., %dell%). Press Search button.

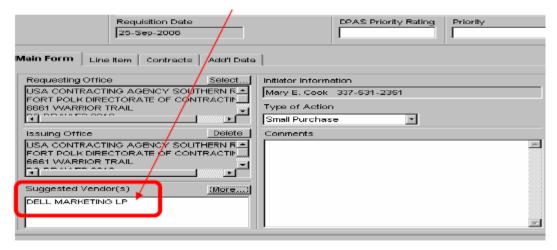


 If the desired vendor appears, highlight it and press Select.



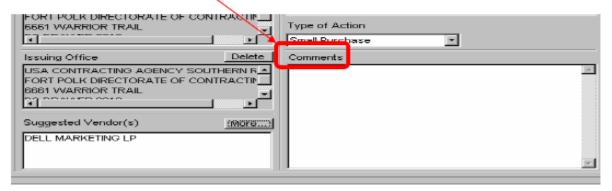
(If vendor is not listed, press **CANCEL** button in above illustration and you can enter a suggested Vendor name in step 7.c. below.)

Vendor will appear in Suggested Vendor(s).



★Comments Field:

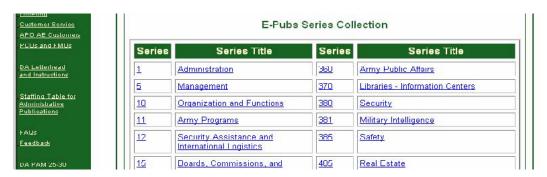
a. In the Comments field, enter the Army Regulation (AR) Number (the Local Purchase Authority for the purchase).



If you need to find the AR number, go to website http://www.usapa.army.mil. Click on Official Publications at the top of your screen, then Army Administrative Publications, Browse by Pub Series.

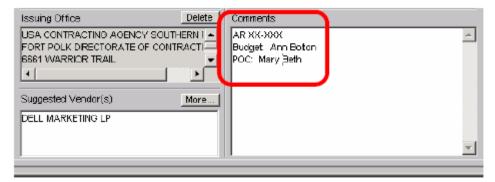


You will receive a list of Series and Series Titles as shown in illustration below. Click on the one that best supports what you are ordering and the Series will be broken down even further into Publication Numbers.

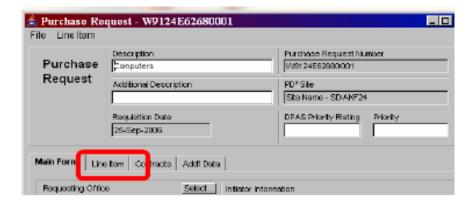




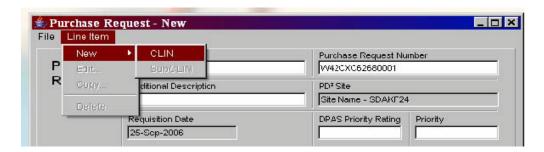
- b. Enter **Budget Analyst's Name**
- c. Enter suggested vendor including address and phone number (if not in the database). Vendor must be registered with the **Central Contractor Registration (CCR)**, in order to receive a Government contract award.
- d. Enter **GSA Contract Number** (if applicable)
- e. Enter Unit POC, and attach documents ADP CAPR, and Sole Source Justification.



Click on Line Item Tab.



9. To create a new line item, from the menu below, select **Line Item**, **New**, and **CLIN**.



ADP EQUIPMENT: In order to Purchase ADP Equipment for example: Cell Phone Server, Computers, External CD Recorders, External Hard Drives or Server, contact <u>Information</u> Capability Requests (CAPRs): (337)531.1649.

Complete the Form and submit with a memo addressed to DOIM Resource Management. Approval information (e.g., email, memorandum, written notation) must include: the name of the employee providing the approval and

his/her organization, phone number, and date that the approval was given. This approval documentation is to be attached to the Acquiline Purchase Request.

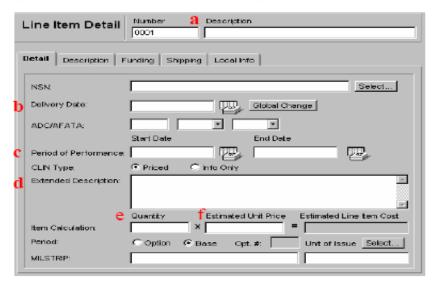
The description of need should be written in a commercial item buy or performance-based service contract (PBSC) format. Upon completion of the procurement request package, the procurement office will process the action.

- 10. The **Detail Tab** (a g required, see example below) opens. Enter the following information.
 - a. Description Complete Description, Size, Color,
 Manufacturer, Model Number,
 Part Number and GSA Contract Number.
 - **b. Delivery Date** enter a date if ordering supplies, **Example 30-Sep-07** include **Delivery Location**, **Point of Contact and Bldg Number.**
 - c. Period of Performance enter dates of service, Example 1-Oct-07 to 30-Sept-08
 - d. **Extended Description** Enter all information necessary for buy. **DO NOT USE THE ENTER KEY** in this field. Type information in a paragraph format.
 - e. Quantity EA, LOT, MONTH, SQ FT, OPTION, etc.
 - f. Estimated Unit Price

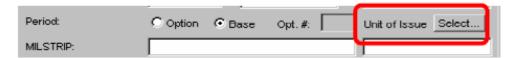


MISSION AND INSTALLATION CONTRACTING COMMAND

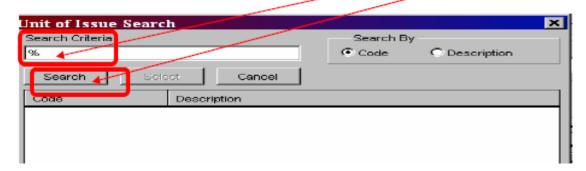
Directorate of Contracting, Fort Polk (MICC-DOC)



g. Unit of Issue – Press Select.

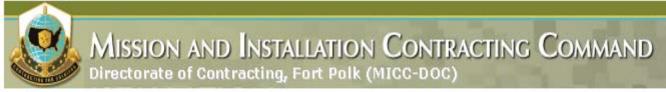


Enter a unit of issue to search for (i.e., %ea%); press Search.



- Click on Description Tab (a-g required; see illustration below). Enter the following information. (See hyperlinks for FSC/NAICS/SIC CODE – To Search Type in Key word)
 - a. Manufacturer Part Number
 - b. Model Number
 - c. Color if applicable
 - d. **Size** if applicable
 - e. FSC Use drop-down box. On the right side of the screen under Publications, click on





Cataloging Handbook H2 – *Federal Supply Classification – Groups and Classes. On the left of your screen will be a list of all the categories. Click on the category that best describes what you are ordering and it will break it down even further by individual Federal Supply Codes.

- f. *SIC Use drop-down box. Click on the category that best describes what you are ordering and it will break it down even further by individual Standard Industry Code.
- g. * NAICS Use drop-down box. Type in the item you are looking for, i.e. Shredder. Click on NAICS Search. Then find the line that closely matches what you are ordering, click on the blue NAICS code of that line and it will break it down even further. Find what best describes what you are ordering and the SIC code will be to the left of the description.

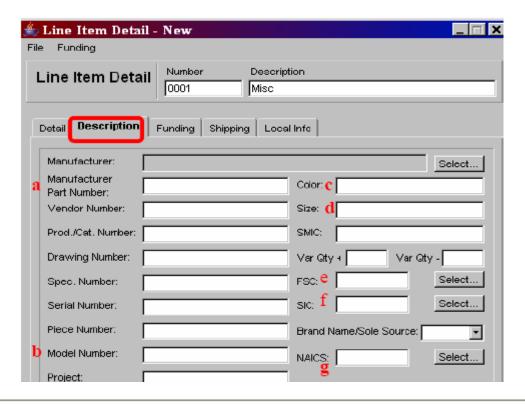
The Central Contractor Registration, is another web site that you might find helpful in finding your SIC and NAICS codes. If you click on the Search button on the left side of the screen, you can enter a vendor name under the Advanced Search Tab, scroll down and click on Search and about half way down the vendor information are the SIC and NAICS codes associated with that Vendor. (Search by Company Name, Business Size, Zip Code, NAICS or SIC Code)







NAICS codes associated with that Vendor.

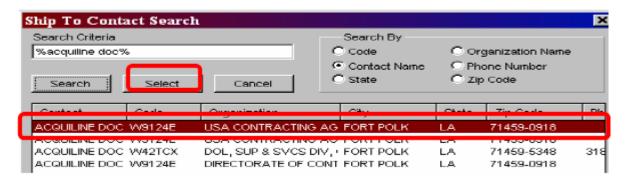


- Click on ★Shipping Tab as shown below. Enter the following information.
 - Address Click on Select button, and search window below will appear.

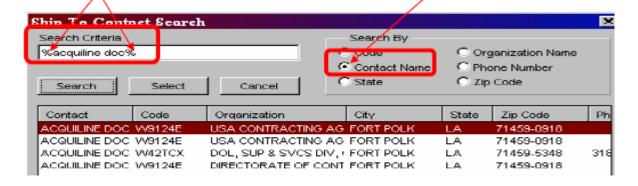




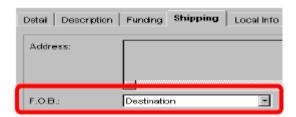
Highlight the desired address and click Select.



Search window below will appear. Do a search by Contact Name. Use % (this is a wild card) before and after the name.

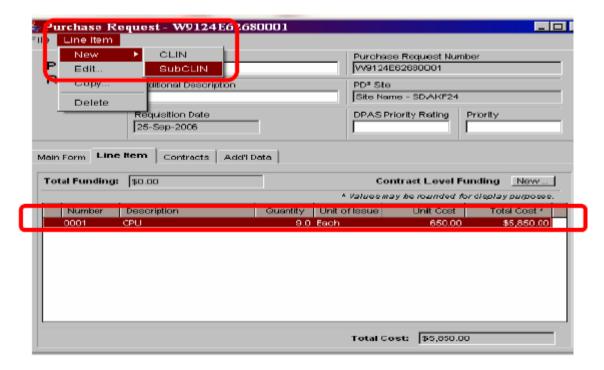


b. F.O.B. – This is the Destination.

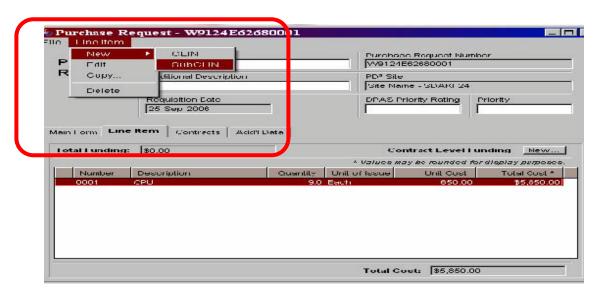


13. To create a SubCLIN -

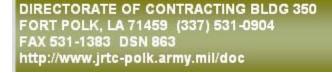
Highlight an existing CLIN, then click on Line Item, New, and SubCLIN.



Follow steps 10 – 12 above for each SubCLIN.

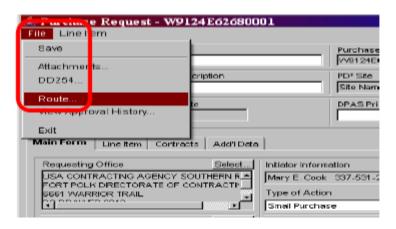


b. Follow steps 10 - 12 above for each SubCLIN.





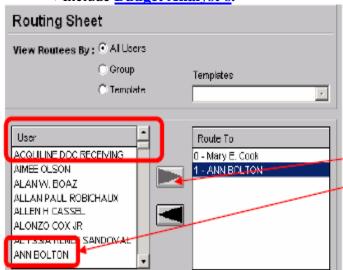
14. Route the purchase request. From the Menu, click File and Route.



a. Always select Yes.



- b. Purchase request creator is automatically first in the routing sheet.
- c. To add Approval users to the routing sheet, scroll down user list on the left.
 - **★**Include **Budget Analyst's.**



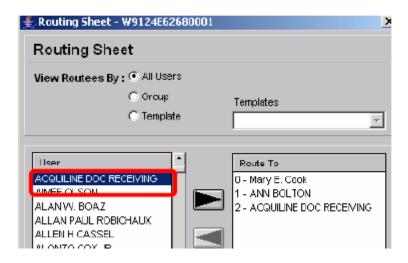
Highlight name to add. Press arrow to add the appropriate personnel to the routing list.

DIRECTORATE OF CONTRACTING BLDG 350 FORT POLK, LA 71459 (337) 531-0904 FAX 531-1383 DSN 863 http://www.jrtc-polk.army.mil/doc

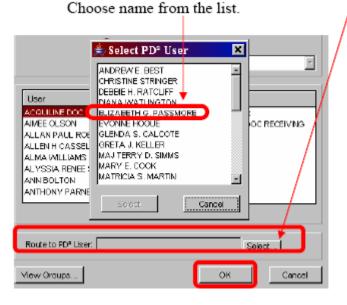




d. Acquiline DOC Receiving will be entered as the last approver prior to routing to PD2.



e. Route to PD2 User as shown below: press Select.



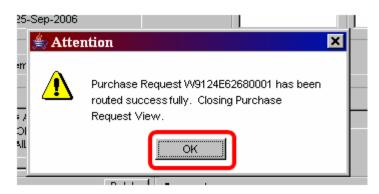
f. Click OK.







g. You should receive message below; click OK.



*<u>Launch Acquiline.</u> To establish an account contact <u>MICC-DOC System Administrator</u>, (337) 531-2351.